Why the Data are Reported

Staff Assignment Associations will establish those staff as Key Contacts for IDOE and other communication purposes. Staff Contact Assignment Associations will also establish those staff with roles required for access to LINK portal providing access to IDOE systems.

What the Data Impact

- Data Exchange Contact List
- IDOE Targeted Communications
- IDOE Systems through LINK Portal

Audience

This is a required collection for:
- Public schools (both Traditional and Charter)
- Nonpublic schools participating in the Choice Scholarship program
- State Schools (Department of Correction, Indiana School for the Deaf, Indiana School for the Blind)

Reporting Data Timeline

Staff Assignment and Staff Contact data may be provided any time throughout each school year.

Important Information

- Staff (SPN) must first exist.
- NOT all staff require a staff assignment; only those staff needing to be identified as a Key Contact.
- NOT all staff require a contact association; only those needing access to an IDOE system through the LINK portal.
- Teachers and Substitute Teachers are to be given a staff assignment record.
- Staff may require both assignment and contact association records.
- Key Contact DOES NOT provide access to IDOE systems.

Instructions and Information

Staff Ed Org Assignment Association Record:
- A Staff Ed Org Assignment Association record connects the staff to the Corporation or School with their role or classification.
  - Provide the correct ten digit Corporation or School ID
  - Provide the correct eight digit SPN (staff number)
  - Provide the hire date as the begin date for the staff
  - Provide the end date when the staff no longer is associated to the Corporation or School
  - Provide the end date when the staff is no longer associated to the role or classification

Staff Ed Org Assignment Association Record CHANGES:
- Staff changing positions or changing roles within the Corporation or School and still needs an association record
  - Provide the end date to the current staff assignment record
  - Provide a new start date with the new staff assignment record

Examples of providing a Corporation vs School ID:
- Superintendent - Corporation ID
- CFO/Finance Contact - Corporation ID
- Principal - School ID
- Teacher - School ID
- School Administrator - School ID
- Special Education Director - Corporation ID
- Student Support Plans - Corporation ID

Staff Ed Org Contact Association Record:
- A Staff Ed Org Assignment Association record connects the staff to the Corporation or School for access to IDOE systems in the LINK portal (Unified Access)
  - Provide the correct ten digit Corporation or School ID
  - Provide the correct eight digit SPN (staff number)
  - Contact Title is ALWAYS - Unified Access
  - Provide the correct work email address (must match LINK portal domain established during initial setup of the education organization with IDOE)
- Access to LINK portal is terminated when end dates are provided on the Staff Ed Org Assignment Association record.
- Access to LINK portal is determined by staff classification or role provided on the Staff Ed Org Assignment Association record. Changes to the classification may change access within the LINK portal.

EdPlan Tile - Staff Assignment and Staff Contact Record:
Report only those staff employed by the corporation and requiring access to the EdPlan (IIEP or ILP) tile within the LINK Portal with a Staff Ed Org Assignment Association record from the Corporation.
- Provide the correct ten digit CORPORATION ID
- Provide the correct eight digit SPN (staff number)
- Staff Classification must be 'Student Support Plans'
- Provide the correct start (hire date) and end date when applicable

Report only those staff employed by the corporation and requiring access to the EdPlan (IIEP or ILP) tile within the LINK Portal with a Staff Ed Org Contact Association record from the Corporation.
- Provide the correct ten digit CORPORATION ID
- Provide the correct eight digit SPN (staff number)
- Provide the correct work email address (must match LINK portal domain established during initial setup of the education organization with IDOE)
  - Contracted staff must have a G-Suite or Microsoft account set from the corporation
- Contact Title is ALWAYS - Unified Access
- Staff serving more than one corporation will be provided access via the cooperative within LINK.
- Staff serving more than one LEA via a cooperative or charter network will have access provided from the network.
- DO NOT provide staff employed at Indiana School for the Blind or Indiana School for the Deaf.

Key Contacts for Assignment Association

Key contacts will NOT provide access to IDOE systems. Key contacts are utilized for indicating those staff as a primary contact for communication from IDOE. ONLY those that apply should be provided.

Below is a list of possible contacts to be identified:
- Superintendent - all corporations or charters
- Assistant Superintendent - all corporations or charters
- Financial Contact - all education organizations
- Chief Technology Director - all education organizations
- Special Education Director - all corporations, charters, cooperatives, and charter authorizers
- Assessment Test Coordinator - all education organizations
- Data Exchange Contact - all education organizations

Key Contacts for Assignment Association cont'd

- Principal - all education organizations
- Assistant Principal - all education organizations
- Title IX Coordinator
- 504 Coordinator

Data Exchange for Assignment Association

Data Exchange staff classifications will determine what access is provided within the Data Exchange portal. These staff classifications are required in addition to the Key Contacts. ONLY those staff requiring access should be provided.

Below is the list classifications to be identified:
- **LEA Administrator -** a superintendent or director level person within a corporation; responsible for the review and certification (sign-off) process of data
- **Financial Administrator** - a CFO, financial officer, etc. within a corporation or non-public school; responsible for the review and certification (sign-off) process of data
- **School Administrator** - a Director or Principal within a non-public school; responsible for the review and certification (sign-off) process of data
    - **Above three classifications also required DATA CERTIFICATION staff classification to allow access to certifying (signing off) of data in each certification cycle**
- **School Administrator** - a principal within a corporation or non-public school that is not responsible for reviewing and certification of data (this classification should be used for public school building principals)
- **Data Administrator** - 'state reporting role' staff responsible for uploading, reviewing data validation messages, and having an overall knowledge of student and staff reporting requirements
- **Data Viewer** - staff only requiring view rights within Data Exchange; allows view rights to validation messages and total counts of student or staff data reported

Data Elements

The following data elements are required to successfully complete membership staff assignment and contact reporting.

- Schools having connection to Data Exchange API with their SIS vendor: Data Elements 1 is a "building block" and should already exist from data reporting of staff (SPN) records. Data Element 2-Staff Ed Org Assignment Association and Data Element 3-Staff Ed Org Contact Association are the final requirement to complete Staff Assignment and Contact Associations.
- Schools without connection to Data Exchange API with or without a SIS vendor: Data Elements 1 - 3 will be required to complete staff assignment and contact associations.

1. Staff Record including:
    - SPN
    - Staff Demographic Information (including last four SSN)
    - Years of Experience
2. Staff Assignment Association including:
    - SPN
    - Staff Classification
    - Staff Begin Date
    - Staff End Date if applicable
3. Staff Contact Association including:
    - SPN
    - Email (work) address
    - Contact Title of Unified Access

Reporting Templates

Schools without an SIS Vendor, an Indiana Ed-Fi Certified SIS Vendor, or not connected and onboarded will need to utilize the following templates to upload the required membership data via the Data Exchange Validation Portal:

- 011-StaffAssociation_StaffEdOrgAssignmentAssociation
- 012-StaffAssociation_StaffEdOrgContactAssociation

The templates can be found on the Membership reporting page in the Data Exchange Knowledge Hub website under Templates.

Training will be provided and posted in the IDOE Moodle "Data Exchange Training and Community" course when available.

Validation Results – Information Messages

References

A support ticket can be submitted at the following https://help.doe.in.gov

Data Exchange Enrollment Document Change History

Version	Change History
08.20.21	Creation of Staff Assignment and Contact Association Reporting Guidance via Data Exchange